



Request for Bid
For
Asphalt Maintenance
Crack Seal Machine

Issue Date: February 17, 2017

Due Date and Time: Monday March 6, 2017,
3:00 PM Mountain Time

Receipt Location:

City of Cottonwood Heights
City Recorder's Office
2277 E. Bengal Blvd.
Cottonwood Heights, Utah 84121

Project Description: Cottonwood Heights (the "City") is soliciting bids for an Asphalt Maintenance Crack Seal Machine for asphalt crack repair. The specifications are intended to give general parameters for the type and size of equipment the city anticipates purchasing and is not specific to a brand or model. Any bid including specifications close to but slightly outside the parameters may be considered. The City will not be obligated to move forward with any vendor and will not provide reimbursement for any expenses incurred in providing a response.

Specifications:

The unit must be a 2015 model or newer
Material Capacity: Approx. 250 gallon
Heat Input Rate: 275,000 – 400,000 BTU per hour
Tank Opening: Two openings, Min. 14" x 18"
Loading Height: Maximum 60" high
Diesel Fuel Capacity: 20-30 gallon
Hydraulic Oil Capacity: 20-30 gallon

The unit must also include:

Double Axle
Electric or hydraulic surge brake system
Running lights, amber safety beacon, and brake lights
Tongue hitch with ability for the city to choose between pintle or ball hitch
Tongue jack capable of supporting equipment
Safety equipment for employee protection
Tool Box
Gauges and panels for equipment operation
Flushing system for equipment cleanout
Hose and single wand system

Bid Documents Should Include the Following Information

Description of trailer and frame design, weights, axles, tires, dimensions, etc.
Description of burner, tank, heat exchanger, loading doors, etc.
Description of sealant delivery system including pump, mixing and circulation system, cleanout/flushing system, etc.
Description of safety equipment, delivery system (wand, arm, controls, etc.) and other information relating to the application process for the equipment.
Options and prices for: block loading system, electric heating element, bucket pour spout, heated hose, high volume pump or other options that benefit the system
Information describing the proprietary features and systems for the brand and model that makes the benefits the performance and operation of the equipment
Contact names of other agencies and companies currently using the proposed unit

Submission Details:

Bids are encouraged to include a cover letter, pricing information, brochures, specifications, list of references of people or organizations that have or are currently using the equipment, and other information that will help the committee make a decision.

Sealed bids will be received by the Cottonwood Heights, City Recorder's Office, 2277 E. Bengal Blvd. Cottonwood Heights, UT 84121 until Monday March 6, 2017, at 3:00 P.M.

Proposals, modifications, or corrections will not be accepted if they are not timely received by the City Clerk/Recorder's Office, regardless of the cause, whether or not by action or inaction of the City, including but not limited to delayed, lost, undelivered or misdirected mail. Facsimile transmitted proposals will not be accepted.

CONTACTS

Any administrative questions regarding bidding procedures should be directed to:
Paula Melgar, City Recorder at pmelgar@ch.utah.gov.

LAST DAY FOR QUESTIONS

The last day to submit questions is Friday, February 24, 2017 @ 3:00 pm (MST). This will allow sufficient time for any addenda to be issued by the City to all bidders. All questions must be submitted in writing via email to Paula Melgar, City Recorder at pmelgar@ch.utah.gov.

Bid documents will be available on the City website or via email no later than Monday, February 20, 2017, from Paula Melgar, City Recorder at pmelgar@ch.utah.gov. Potential bidders are urged to email the City Recorder with their full name, company name, address, phone and email address and which bid they are referring to so that they can receive addendums or bid updates.

SELECTION PROCESS

A review committee will evaluate all responses to the bid that meet the submittal requirements and deadline. Submittals that do not meet the requirement or deadline will not be considered. The review committee will rank the proposals and may arrange to see and operate a model of the equipment prior to selection (it does not have to be the actual unit that the city may purchase).

The review committee will consider the following criteria equally when evaluating the proposals: quality and thoroughness of the bid; specifications, and cost.

SPECIAL INSTRUCTIONS TO BIDDERS

I. Submission Requirements and Instructions (All bidder requirements in this section are **mandatory**).

- The City reserves the right to waive any non-material variation, or technicality in any statement received, if the City believes it would serve the best interest of the City. The City may reject any and all Request for Proposals.

Request for Proposal must be in a sealed package and submitted via mail or hand-deliver, to the City Recorder's office. Each submission must be marked on the outside with the Company's name and the description of the proposal; "Request for Bid for Asphalt Maintenance Crack Seal Machine."

- Proposers shall submit three (3) hard copies of the Proposal to the City at the address identified above.
- Any bid received after the schedule closing time for receipt of bids will **NOT** be opened and **NOT** returned to sender.
- Bids and required attachments shall be submitted as specified. All costs incurred in the preparation of a proposal will be the responsibility of the bidder and will not be reimbursed by the City.

Requests for Supplemental Information

The City reserves the right to require the submittal of additional information that clarifies the bid proposal.

Evaluation Criteria

The evaluation criteria in the following table are intended to be the basis by which each bid will be evaluated, measured, and ranked. The City hereby reserves the right to evaluate, at its sole discretion, the extent to which each proposal received compares to the stated criteria. The recommendation of the Evaluation Committee shall be based on the evaluations using the criteria. Bids are not considered on price alone.

Criteria	Description	Maximum Score
Suitability	Will the equipment suit the desired need of the City?	25
Performance	Does the equipment perform as intended? Are ergonomics of controls satisfactory for average operator? This may include a visit to see a model in operation.	25
References	How has the equipment performed for other users? The bid will include the names and contact information of three references that have used or are currently using the equipment.	25
Cost	What is the cost of the unit? Are credits given for previous rentals? Are there financing options that benefit the City?	25

AWARD OF CONTRACT

The City reserves the right to reject any and all bids, to contract with whomever and in whatever manner the City decides, to abandon the work entirely and to waive any informality or non-substantive irregularity as the interest of the City may require and to be the sole judge of selection process. The City also reserves the right to negotiate separately in any manner to serve the best interest of the City. The City retains the right at its sole discretion to select a successful vendor(s).